

## Weekly Management Report (7.17.15)

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**Date:** July 17, 2015

**To:** Board of Directors, Hamptons West

**From:** Roger Forbes – Management Executive

**CC:** Executive Team - AKAM On-Site

### Maintenance

- Performed daily light list and bulb replacement.
- Performed daily roof checks.
- Cleaned, treated and added chemicals to all fountains daily.
- Performed weekly generator test. Ran for 30min.
- Still in the process of getting pricing on new feature pump and filter pump for sign fountain.
- Sign fountain now has new 2700k bulbs installed.
- Wind tunnel fountain lights bulb change to be completed by week's end of July 20, 2015. Delay in shipping.
- Clubhouse bar and gym A/C change approved and units have been ordered. Units will take three to four weeks to produce.
- Valet parking lot asphalt repair approved and Southern Asphalt is processing the permit.
- Flushed out all new and existing mud legs.
- Still working on new set of mud leg list.
- Brought in a new company to bid on chemical delivery for pool and fountain chemicals.
- Began scraping and sanding outside railings at clubhouse.
- Getting estimates for LED lighting strips on stair treads for clubhouse atrium and rear stairs.
- Getting estimates for condenser water risers and replacement of all pipe hangers on mezzanine garage level. These are the condenser risers and sewer drains for all 21 cabanas.
- Sanded and painted clubhouse pool pump room door.

### Administrative

1. Unit 708 Sliding Door and Balcony Pitch – Waiting for manufacture of sliding door for project to continue. – No Update
2. Landscaping Contract –Valley Crest landscaping full time employee (Joshua) began on Tuesday. I had Valley Crest remove the 2 dead palm trees in front of the valet area. Valley Crest irrigation team will survey the RLU property and submit a proposal for repairs to the RLU committee.
3. Hamptons West Sign - 50% deposit check for the Hamptons West Entrance sign was submitted. Color of the sign will be returned to the original colors. Waiting for manufacture of sign. LED backlighting will be warm lighting. – No Update



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Condominium Association, Inc.

4. 14 Line Concrete Restoration- Baluster installations on the south balconies on the 14 line are complete. We have been receiving shipments of new balusters from the supplier as well.
5. Party Room- flooring and cabinets installed in kitchen. Granite countertops were installed today. Tile in men's and women's rooms have been installed. Plumbing contractor will reinstall toilets on Tuesday 7/21. Bathroom partitions will be reinstalled with new hardware on Wednesday. Carpet installation begins on Wednesday. 2<sup>nd</sup> warming drawer was damaged during shipping so it was replaced with a new one. Microwave was received this week as well. The following items were added to the original scope of work: added 2 led ceiling light fixtures and a switch above the serving area of the kitchen; carpenter added wood molding along staircase to cover rough edge. Project will be completed next week. Wi-Fi installation in the party room is complete.
6. Exterior LED Lighting – Unfortunately the exterior LED lighting samples have not been installed yet. Supplier will bring different samples next week. For the landscape lighting that will illuminate the trees on the Hamptons West (exit) side of the driveway, the samples to be presented for approval will match the spectrum of the tree lights on the Hamptons South (entrance) side of the driveway. I have also requested a quote to install led lighted bollards from Hamptons West leading to the spa building manufactured by the same company that made the lighted bollards on the Hamptons South side of the property.
7. Logo Mat – Approved a quote for a larger logo mat at the main entrance.
8. Main Automatic Front Doors - Front door hasn't been closing properly. I had Dash Doors do service but door manufacturer has been out of business for many years and parts are not available. Received a quote to replace front doors but still waiting for requested photos of new proposed door.
9. Cable Consultant – Sent a copy of the cable contract to Community Cable Consultants for review to see if we can get better rates and/or additional features.
10. Customer Service Training – Akam is in the process of scheduling customer service training with all of the security staff.
11. New Employee – I am pleased to announce that we have hired a new maintenance employee. His name is Alvaro Andara and He has a strong background in paint, drywall repair, and general maintenance. He began working at Hamptons West on Monday after completing screening procedures and interviews at AKAM's corporate office and at Hampton's West.

## RLU

1. Flood Check - Received letter from insurance underwriter that check for RLU flood on 3/1/14 is on the way. – No Update
2. Dominion / Punch List – Dominion responded and will handle punch list items as requested.
3. Tennis Court Resurfacing – Quote for resurfacing tennis courts, replacing posts, and replacing nets has been approved. Deposit checks have been requested.
4. RLU Electrical Room Door Replacement – Quote to replace door was approved by the RLU committee.



5. RLU Elevator Wall - rear decorative wall was removed by contractor (Retro Elevator). Will be replaced next week (delayed because they decided to sandblast the panel and send it back to the powder coater).
6. RLU Parking Lot Pavement Repairs – RLU Committee approved Southern Asphalt quote to repair sinkholes, sealcoat, and stripe. Permit application has been submitted.
7. RLU AC Units – Committee voted to replace a 10 ton and a 7 ton unit at the RLU building. Signed proposals have been submitted.
8. Theatre – Received a proposal to replace the deteriorated rear door thresholds and weather-stripping. Current condition is allowing water to enter the theatre and is making the carpet damp.
9. Lightning Cable – Spoke to the company that begun the lightning cable installation but never finished. Working on completing the project.
10. Roofing – Got a preventative maintenance quote from Allied Roofing, the company that installed the RLU roof. Will have them inspect the roof for potential warranty issues.

